

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location <u>Twiny Cities</u>	5. Duty Station	1. Agency Position No. R399002
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		6. OPM Certification No.
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1-Non Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
13. Competitive Level Code		14. Agency Use			
15. Classification/Graded by	Official Title of Position		Pay Plan	Occupational Code	Grade
a. U.S. Office of Personnel Management					
b. Department, Agency or Establishment					
c. Second Level Review					
d. First Level Review	<u>Biological Science Technician (wildlife)</u>		<u>GS</u>	<u>404</u>	<u>07</u>
e. Recommended by Supervisor or Initiating Officer					<u>1/11/99</u>

16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment <u>Department of the Interior</u>		c. Third Subdivision	
a. First Subdivision <u>U.S. Fish and Wildlife Service</u>		d. Fourth Subdivision	
b. Second Subdivision <u>Region 3</u>		e. Fifth Subdivision	
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional):	

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	Signature	Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified and graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. **Position Classification Standards Used in Classifying/Grading Position**
Standard Position Description R399002
Grand level guide for Aid/Technical Work, GS0400, and
Biol Science Tech Series GS-404, TS-111, 12/91

Typed Name and Title of Official Taking Action
Julie K. Anderson
Personnel Management Specialist

Signature	Date
<u>Julie Anderson</u>	<u>1/11/99</u>

Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

23. Remarks
Full Performance Level: GS-7

____ Supervisor Copy
____ Employee copy
____ OPF(L) Copy
____ Classification Copy

24. Description of Major Duties and Responsibilities (See Attached)

Introduction

The incumbent serves as a Biological Science Technician (Wildlife), in support of programs conducted by the U.S. Fish and Wildlife Service. Typical, but not all inclusive duties of the position are illustrated by performance of the following:

Major Duties:

- Organizes, plans and conducts wildlife and/or waterfowl census; makes brood and pair counts of waterfowl; makes observations of upland game birds, furbearers, predators deer and other forms of wildlife; Directs the banding of waterfowl and other wildlife species; conducts nest basket checks and scent post surveys; conducts vegetation evaluations. Monitors water levels and current velocities at water control structures and makes necessary adjustments. Information that is collected is summarized into reports and used for planning/management purposes.
- Conducts surveys of wildlife habitat conditions and makes recommendations for habitat improvement.
- Monitors and assists in control of wildlife and plant disease outbreaks, pest plant and wildlife control, mowing/seeding activities, and vegetation removal.
- Assists in the development of a variety of refuge plans and reports such as habitat management plans, fire management plans, and pesticide use proposals.
- Identifies site location, monitors, and participates with private land wetland restorations including land owner contacts, mapping, surveying, staking, construction monitoring, seeding, habitat monitoring, and fencing. Assist with FmHA easement boundary posting, fencing and easement monitoring. Supervises private contractors during wetland restoration projects.
- Assists in other refuge programs such as prescribed burning, fire suppression, facility maintenance, and public use. Prepares drafts of news releases and gives informational talks to individuals, local organizations, and schools.
- Contracts and directs area trappers in removal of nuisance animals such as beaver.
- Assists in reviewing and issuing permits for such activities as rights-of-way, water discharge, assists managers in the preparation of the necessary environmental clearance documents and rights-of-way documents and assists in monitoring permits as needed to insure compliance with Service policies and achievement of biologically sound refuge programs.
- Assists with maintenance and construction work. Performs minor repair of equipment and facilities. Operates tractors, light trucks and heavy equipment.

-- Provides work direction and guidance to volunteers, temporary employees, and YCC enrollees in the performance of refuge management operations. Oversees safe handling of hand tools, safe work practices, and operations of motorized vehicles and water craft.

Factors:

1. Knowledge Required by the Position:

- Diverse technical knowledge of wildlife management theories and principles in order to carry out the refuge work programs and understand the technical terminology used in the fields of fish and wildlife biology.
- Ability to identify wildlife and wildlife plant species for the purpose of censusing and recording biological data.
- Ability to follow assigned protocols to perform tasks with many steps and to interpret the collection of data to make various management recommendations.
- Knowledge and skill in taking exact measurements, performing mathematics some of which may be complicated, and keeping detailed and precise records to collect and assemble data from experiments and tests. Skill in operating survey equipment.
- Skill in combining practical knowledge of basic wildlife management theories with resourcefulness, initiative, and independent judgement in resolving conflicts.
- Ability to communicate both orally and in writing.
- Knowledge of established fire policies, guidelines and procedures, as well as fire behavior, in order to direct initial attack forces on a fire, or to serve as a member of a prescribed burn crew.
- Skill in operating motorized vehicles and watercraft.

2. Supervisory Controls:

The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists the technician with unusual situations. The technician plans and carries out assigned tasks, uses initiative in solving problems and deviations in work assignments in accordance with instructions, policies and accepted practices. The technician keeps the supervisor informed on progress and advises when controversial matters develop.

Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements.

The methods used in achieving the desired results are not usually reviewed in detail.

3. Guidelines

Guidelines are available in the form of refuge, administrative manuals, statutory provisions of applicable legislation, and correspondence regarding policies and procedures. The technician typically without assistance, selects, interprets, and applies the guides, modifying and/or making comprises to satisfy requirements of the assignments.

4. Complexity

Incumbent performs a variety of unrelated duties ranging from maintenance of equipment and facilities, conducting biological surveys and evaluations, and maintaining public use facilities. Operates a variety of equipment and power tools. The technician collects, interprets observed and published information, and consolidates it into recommendations for the supervisor to use for planning/management purposes. Incumbent has responsibility for on-going or long term assignments and must use judgement in applying a wide range of methods to new situations.

5. Scope and Effect

The technician contributes to the effectiveness of the operation of the refuge by applying conventional technical and administrative solutions and practices to a variety of problems. The incumbent is expected to make suggestions for improvement of methods and techniques. Providing information about the station to the public contributes to their understanding of and interest in wildlife. Maintenance of waterfowl habitat impacts wildlife populations and migration patterns.

6. Personal Contacts

Incumbent coordinates with various State and Federal agencies and has contact with all types of persons on or using the refuge in the public information and manager context.

7. Purpose of Contacts

Contacts are for the purpose of obtaining assignments, instructions, and other information in regard to the assigned duties. Other contacts are for exchanging information and explaining established requirements or standards, and to foster cooperative relationships. The incumbent also reports on the progress of the work performed. Contacts are for the purpose of effecting management ends.

8. Physical Demands

The work involves bending, walking, and a moderate amount of physical exertion. The incumbent may be required to lift containers weighing up to 35 pounds in performance of assigned tasks. Hand and finger dexterity and physical coordination at this level may involve fine and precise work, delicate adjustments, or exact measurements.

9. Work Environment

The incumbent works indoors in an office and/or outdoors and may encounter variable weather conditions.

The incumbent may or may not be required to obtain and maintain law enforcement authority.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. The incumbent is required to obtain and properly wear uniform components within Class B and C.